# October 1976 through September 1977

la January February March Mr Ap April My May lune 10 11 July Ag August 5 September 0 October N November D December Monthly feature

#### Cummulative Index 1977-78

#### **ALCOHOLICS**

Pastor I'm an alcoholic. Jl p 18

ALEXANDER, John

Budget subscription can be spiritual. O p 45

ALLEN, W. Wayne

How we began our Christian day school ministry. Je p 3

ALLRED, Mary

The kids in the glass house. Je p 34

ANDERTON, T. Lee

Church survey, planning, and building committee. Ag p 40

#### **ARTS and Crafts**

We had a church-wide creative arts festival. Jl p 22

#### **ASSOCIATION**

An associational director of missions can minister to church in crisis. Mr p 17

ATKINSON, Franklin

Ideas we've tried. Ja p 30

AUSTIN, Helen

We're a mission! N p 37

BABB, Marguerite S.

Curriculum concepts for Christian day schools. Je p 14

BAGWELL, Jack

How should your church finance a building program? Je p 36

BAILEY, Robert W.

We had a church-wide creative arts festival. Jl p 22

BAPTISM

Make baptism meaningful. Ja p 39

BEAL, Will

Church personnel committee. Ag p 31 Find those hidden talents. Je p 26

BENHAM, David

Church missions committee. Ag p 36 Your missions committee can lead in a missions survey. N p 16

BENNETT, Patrick

So you want to know what they think? F p

BEST, Mary Sue

A new look at stewardship. D p 46

# **BIBLE Teaching Curricula**

Third Sunday School curriculum premiers.

BINGHAM, Robert E.

Sunday School: a natural for community ministry. N p 3

BLACKBURN, Alan R.

How to write anything. D p 28

BLASKAS, John D.

You don't close the church to save energy. S p 28

BLOUNT, Evelyn

What you need to know about WMU leader selection and orientation. Mr p 28

BOATWRIGHT, Bill

Small churches are energy conscious. S p 19

BODKER, Edward

Help singles find full fellowship. F p 46

#### **BOOK Reviewing**

COPING with Cancer. Simpson, Margaret and Martin, Francis. Ja p 42

BOX. Doris

Church food services committee. Ag p 38 Food service can pay its way. F p 11 Your church kitchen.\*

BOYD, Lorenz

Tips for counting money. F p 37

BRIDGES, Winfred D.

Ideas we've tried. F p 39

Ministering to the incarcerated. Ap p 26

BROWN, Richard O.

Poster's for pennies. My p 35

BROWN, Truman, Jr.

Church long-range planning committee. Ag p 47

Resources for long-range planning. O p 14 BRYSON, Harold T.

Planning for innovative preaching. D p 8

BURGE, Curtis A.

Keep your committees on track. Ag p 9

BURNS, Cindy
What do you know about missions night
out? O p 29

CARDWELL, Albert L.

A secretary needs a boss. Ap p 7 Dealing with conflict, D p 14

## **CELEBRATION**

Make the ground-breaking service meaningful. F p 21

#### **CHRISTIANITY Culture**

Shape a better world: be a Christian citizen. Je p 32

MEADE, Robert

Observing Life Commitment Sunday. Ap p 18

## **CHURCH** administration

Coping with the mail. O p 21 Dealing with conflict. D p 14

Do you need a professional to audit church books? O p 43

How to get people to do their jobs. N p 20 How to plan an agenda. Mr p 41

How we developed a personnel manuel. F p 44

Ideas we've tried. F p 39

Locks, locks everywhere and not a key to fit. Je p 43

New Treasury Department regulations. F p 14

Save more than money with purchase orders. F p 8

Score high in delegation. O p 34

Table for converting weekly pledges. F p 37 The sin of presumption in church finance. D

p 26 Time-savers for pastors. Ja p 31

**CUMULATIVE INDEX** 

Tips for counting money. F p 37 What's a business meeting for? D p 43 What's ahead in church administration? Jl p

What's different about a church office. F p

What's involved in church business administration? F p 2

When emergency strikes your church. Ja p

When to stick your neck out. F p 26 Why can't things get done in my office? Mr

You can use volunteer help Ap p 29

#### **CHURCH Architecture**

Designing for small churches. My p 44

#### CHURCH baptism committee

Church baptism committee. Ag p 41

# CHURCH benevolence committee

Church benevolence committee Ag p 43

## **CHURCH** committees

Keep your committees on track. Ag p 9 Problem people on committees. Ag p 12 Put the right people on your committees. Ag

Streamline those committee reports. Ag p

We believe in church committee training. Ag p 8 Your committees deserve the best. Ag p 14

# CHURCH food service committee

Church food service committee. Ag p 38

#### **CHURCH** history committee

Church history committee. Ag p 45

# CHURCH leader training

A trainer program for youth leaders. Je p 48 Find those hidden talents. Je p 26

# CHURCH long-range planning committee

Church long-range planning committee. Ag p 47

# CHURCH Lord's supper committee.

Church Lord's supper committee. Ag p 42

## **CHURCH** missions committee

Church missions committee. Ag p 36

#### **CHURCH** nominating committee

Church nominating committee. Ag p 30

#### **CHURCH** organization

How to start a new work. Ja p 18

#### **CHURCH** personnel committee

Church personnel committee. Ag p 31

#### **CHURCH planning**

Resources for long-range planning. O p 14 Selling your church on long-range planning O p 11

What long-range planning can do for your church O p 2

You can be a better planner. O p 8



**CHURCH** preschool committee

Church preschool committee. Ag p 35

CHURCH property and space committee

Church property and space committee. Ag p 33

CHURCH public relations committee.

Church public relations committee. Ag p 37

**CHURCH** records

You can improve your filing system. Mr p 21

CHURCH renewal

An old, down-town church on the comeback trail. O p 18

Seven principles for reviving your congregation. D p 22

**CHURCH** secretary

A secretary needs a boss. Ap p 7

SECRETARY'S corner\*.

The case of the overloaded secretary. Ap p

Torn between two bosses. Ap p 13 Your secretary can save your life. Ap p 10

**CHURCH staff** 

Don't play games. Ja p 11 Job descriptions for staff members. Ap p 20 Keep communications open. Ja p 8 Leading a church staff. Je p 24 Provide financial incentives. Ja p 17 Write clear guidelines. Ja p 3

CHURCH stewardship committee

Church stewardship committee. Ag p 32

CHURCH survey, planning, and construction committee

Church survey, planning and building committee. Ag p 40

CHURCH weekday education committee

Church weekday education committee. Ag

CLARK, Carl A.

When to stick your neck out. F p 26

CLARK, George A matter of maturity. N p 49

Be it therefore resolved. Ja p 49 Brother Goodbody gets snowed under. F p

49 Brother Goodbody's energy crisis. S p 44 Brother Novice gets initiated. Je p 49

Brother Novice gets initiated. Je p 49 Brother Novice reaches a potential. Jl p 49 Evelyn Eagerly reworks her priorities. Mr p

Meet Reginald McDouough. Jl p 12 Miss Daisy ministers. O p 49

"O blessed day of motherhood". My p 49
The Goodbodys have Christmas company.
D p 49

"Through pastures green, not always . . . ". Ag p 48

What's ahead in church administration. Je p

When God speaks. Ap p 49 CLARK, Ida M.

Score high in delegation. O p 34

COMMUNICATION

How to write a feature story. Mr p 48 How to write anything. D p 28 Love in the mail. Ap p 34

Poster's for pennies. My p 35 Tell your story with pictures. My p 40

**COMMUNITY Missions** 

Church training can guide in community ministry. N p 8

Finding locations for new churches. D p 20 Ministering to your community through brotherhood. N p 14

Ministering to your community through WMU. N p 10

Sunday School: a natural for community ministry. N p 3

Why not an apartment ministry? N p 28 Your missions committee can lead in a missions survey.

**CONFERENCE** centers

Ridgecrest-what a discovery! D p 11 CONNELLY, H. Walton How to plan an agenda. Mr p 41

**CONTINUING** education

I found help in continuing education. Je p 18

**COOPERATIVE** program

Make Cooperative Program Day work for you. Mr p 36

COUNSELING

How to handle your counseling load. N p 23 COVINGTON, Stuart

When emergency strikes your church. Ja p 45

COX, Jim

Make baptism meaningful. Ja p 39

CRAIG, Floyd A.

Church public relations committee. Ag p 37 Communicating through your church bulletin board. Jl p 30

How to make the news. Ap p 40 How to write a feature story. Mr p 48 Tell your story with pictures. My p 40

CRISCI, Elizabeth W.

What's in it for me? Ja p 28

CRISMAN, Larry

New retirement plan begins. N p 46

CROMER, William R. Jr.
It's time for a hard look at youth work. Op
30

CROSLIN, H. C.

Make the most of summer opportunities for stewardship growth. Je p 46

CROWE, J. Marvin/Moore, Merrill D. Table for converting weekly pledges. F p 37 DAVIS, C. P.

Getting along with people. Jl p 36

DAY care centers

We're a mission! N p 37

DAY, James A.

How to publish a pictorial church directory. Ap p 42

**DEACON** ordination and installation

The election and ordination of deacons. O p 26

DEACONS, role and duties

What are deacons supposed to do? Ap p 17

**DECISION** making

Choosing which meetings to attend. Mr p 20 DEWEESE, Charles W.

Church history committee. Ag p 45 DOWIS, S. F.

Steps to take in constituting a new church. N p 31

DUNLAP, Gerald B.

Self-motivation for church members. Ap p

ELKINS, Cliff

Job descriptions for staff members. Ap p 20 ELLIS, Buddy

We tried the great challenge budget subscription program. O p 48

ELLIS, Don

Churches can meet community needs. S p 32

Why can't things get done in my office? Mr p 25

**ENERGY Conservation** 

A church's moral responsibility in the energy crisis. S p 9

Budgeting for increased energy costs. S p 13 Checklist for energy economy. S p 22 Churches can meet community needs. S p

Church public relations in the energy crisis. S p 35

Don't get ripped off. S p 24

Energy conservation? A theological basis. S

Helping people adjust to energy conservation. S p 11

Implications of the energy crisis for organized religion. S p 6

Planning new energy efficient church buildings. S p 26

Positive programming for energy economy. S p 30

Small churches are energy conscious. S p 19 We took an energy inventory. S p 20 You don't close the church to save energy. S p 28

You don't have to rebuild to save energy. S p 15

EVANS, Van H.

You can use volunteer help. Ap p 29

FARMER, David J., reviewer, Coping with Cancer.

Book review.

FAULKNER, Brooks R.

Provide financial incentives. Ja p 17

FERGUSON, Barbara

When the minister is ill. F p 24

FINANCE

How should your church finance a building program. Je p 36

FLOWERS, Joseph B.

Your committees deserve the best. Ag p 14

FOOD services

Food service can pay its way. F p 11

YOUR church kitchen. Box, Doris\*

FOSTER, Donald L.

When should a church take political action?

FOSTER, Maxine Marsh

You can improve your filing system. Mr p 21 FREEMAN. Charles W.

Thinking about starting a Christian day school? Je p 8

GARRISON, Wendell

I'd rather have a housing allowance. Ja p 27 GASTON, George H.

What about your family? Ja p 20

GOODSON, James

Don't hesitate to innovate. D p 3

GRIFF

Ministering in time of death. Il p 26

HALBERT, William H. Jr.

Church weekday education committee. Ag p 44

HAMILTON, Tommie

Relating the Christian day school to the church. Je p 11

HARDISON, Bob C.

What long-range planning can do for your church. O p 2

HARRELL, Flynn T.

Budgeting for increased energy costs. S p 13

HARRIS, James G.

Leading a church staff. Je p 24

HASEL, Arlena Smith

Who's that woman in the parsonage? O p 40

HENDRICKS, Garland A.

What's a business meeting for? D p 43 HENRY, Tom

Proclaim through community events. D p 12

HENSLEY, J. Clark

An associational director of missions can minister to a church in crisis. Mr p 17

HERRING, Reuben

What are deacons supposed to do? Ap p 17 HILL, Leon S.

You can be a better planner. O p 8

HOGAN, Melvid

Take time to laugh. Ja p 46

HORTON, Mike

A training program for youth leaders. Je p 48 HOSKINS, Lucy R.

Torn between two bosses. Ap p 13

HOSKINS, Lucy R./Merritt, Jean Secretary's corner.\*

HUGHES, Sallie

A funny thing happened. Je p 45

#### HUMOR

A funny thing happened. W. K. Sisk, Jr. O p

Denny W. Rives. F p 34; Ward Walker.

Mr p 47; Dick Stillwell. Ap p 47; Ward Walker. My p 47;

Sallie Hughes. Je p 45; James W. West-moreland.

Jl p 40; Mike L. McGee. Ag p 25.

A matter of maturity. N p 49

"Be it therefore resolved . . . " Ja p 49 Brother Goodbody gets snowed under. F p

49 Brother Goodbody's energy crisis. S p 44

Brother Goodbody's energy crisis. S p 44 Brother Novice gets initiated. Je p 49

Brother Novice reaches a potential. Jl p 49 Evelyn Eagerly reworks her priorities. Mr p

Miss Daisy ministers. O p 49

"O blessed day of motherhood." My p 49 Take time to laugh. Ja p 46

The Goodbodys have Christmas company. D p 49

"Through pastures green, not always . . . "
Ag p 48

When God speaks. Ap p 49

#### **INSURANCE**

What insurance does a church need? Je p 29 JENKINS, David L.

What is democratic leadership? Mr p 3 JENNINGS, Roy

Ministering to your community through Brotherhood. N p 14 JUSTICE, William G. Jr.

Visiting the sick. Ja p 24

KLEMPNAUER, Lawrence R.

Save more than money with purchase orders. F p 8

KROTZER, Betty F.

The case of the overloaded secretary. Ap p

KRUTZA, William J.

When people say "NO" in the church. Jl p

KUHNLE, Howard A.

Help guest speakers feel at home. N p 44

#### LEADERSHIP

If you lead a discussion . . . will anyone follow? F p 42

Leader, don't hang yourself. Mr p 12 When people say "NO" in the church. Jl p

# LEADERSHIP training

Training leaders. N p 18

LEE, L. H.

How we developed a personnel manual. F

LEWIS, ROY

The sin of presumption in church finance. D p 26

#### LIFE of ministers

Combating ministerial loneliness. N p 26 When is a preacher a success? D p 17

#### LOBBYING

When should a church take political action?

LONG, James C./Lewis, John M. We took an energy inventory. S p 20

## LORD'S supper

Ideas we've tried. Ja p 30

LOWRY, Jim

Third Sunday School curriculum premiers. Ap p 38

MACMILLIAN, Bruce S.

What insurance does a church need? Je p 29 MCADAMS, Howard

Planning new energy efficient church buildings. 5 p 26

MCBURNEY, Lewis

Help them accept your humanity. F p 18 MCCALEB, Jimmy/McCaleb, Ashley

Ministering to your community through WMU. N p 10

MCCLELLAN, Albert

Implications of the energy crisis for organized religion. S p 6

MCDONOUGH, Reginald M.

A volume in the life of Howard Foshee. Jl p

MCEACHERN, Betty C.

Adapability in crisis. Ja p 37

Alternatives in crisis. Ap p 36

MCGEE, Mike L.

A funny thing happened. Ag p 25

MCGEHEE, Fred

How to handle your counseling load. N p 23 MCKEE, Dan

Coping with the mail. O p 21 Write clear guidelines. Ja p 3

MARBUT, Edwin

Locks, locks everywhere and not a key to fit.

MARTIN, Francis and Simpson, Margaret Coping with Cancer. J p 42 MASSEY, Homer E.

Checklist for energy economy. S p 22

MEADE, Robert D.

Observing life commitment Sunday. Ap p 18

MILITARY Chaplaincy

What does a chaplain do? D p 31

## MINISTERS - Culture, morals, manners

A minister's personal money management. Jl p 41

Bro. Doe's day of judgment. Mr p 44 Help them accept your humanity. F p 18

#### MINISTERS' salary

I'd rather have a housing allowance. Ja p 27

# MINISTERS' wives

The minister's mate. Jl p 44 Adapability in crisis. Ja p 37 Alternatives in crisis. Apr p 36 I didn't want to hear the call. Mr p 34 I'm a lot of other things too! D p 41 The kids in the glass house. Je p 34 When the minister is ill. F p 24

Who's that woman in the parsonage? O p

#### MINISTRY

Help singles find full fellowship. F p 46 Visiting the sick. Ja p 24

## MISSIONS, education and promotion

What do you know about missions night out? O p 29

#### MOTIVATION

Self-motivation for church members. Ap p 23

What's in it for me? Ja p 28

MYERS, F. Marvin

Church nominating committee. Ag p 30 Church property and space committee. Ag

What's involved in church business ad-

ministration? F p 2

NELSON, Arnold F.
Building a team of volunteers. O p 23

# ORDINANCES

Make the ordinances more meaningful. Je p 22

OWENS, Steve L.

Ministering in time of death. Jl p 26

OWENSBY, Idus V.

Streamline those committee reports. Ag p

PATRICK, Mike

Tips for yoU haulers. Jl p 38

PAULSON, Donald N.

Choosing which meetings to attend. Mr p 20 PETTY, Charles V.

Helping people adjust to energy conservation. S p 11

PHILLIPS, Dan Kenneth

Combatir | ministerial loneliness. N p 26

#### POLITY

ls your church really democratic? Mr p 8 Principles for denominational cooperation. Mr p 14

Steps to take in constituting a new church.

N p 31

What is democratic leadership? Mr p 3

POWELL, James L. Make cooperative program day work for you. Mr p 36

POWELL. Tom

Bro. Doe's day of judgment. Mr p 44 Put the right people on your committees. Ag p 3

PREACHING - practice and theory

Don't hesitate to innovate. D p 3 Ideas we've tried. D p 45

Planning for innovative preaching. D p 8 Proclaim through community events. D p

PRINCE, Lee

Seven principles for reviving your congregation. D p 22

**PRISONERS** 

Ministering to the incarcerated. Ap p 26 PRIVETTE, Jerry A Don't get ripped off. S p 24

Make the ground-breaking service meaningful. F p 21

PUBLICITY

How to make the news. Ap p 40

**PUBLIC Relations** 

Communicating through your church bulletin board. Jl p 30

How to publish a pictorial church directory. Ap p 42

So you want to know what they think? F p

**PUBLIC** speaking

Help guest speakers feel at home. N p 44 RAY, Cecil A.

Energy conservation: a theological basis. S p

REDFORD, F. J.

Finding locations for new churches. D p 20 RENAKER, D. W

Church Training can guide in community ministry. N p 8

RESENER, C. R.

Pastor, I'm an alcoholic. Jl p 18

RETIREMENT

New retirement plan begins. N p 46 RIDLEHOOVER, Jack

Leader, don't hang yourself. Mr p 12 RIVES, Denny W.

A funny thing happened. F p 34

ROBINSON, Ed

I found help in continuing education. Je p 18 ROGERS, Mary Frances

I didn't want to hear the call. Mr p 34 ROGOW, Robert B.

New Treasury Department regulations. F p 14

SAPP, W. David

A church's moral responsibility in the energy crisis. S p 9

SAVELL, Carl

Selling your church on long-range planning. Op 11

SEAGLE, Cecil W.

Your secretary can save your life. Ap p 10 SHACKELFORD, Bill

What's different about a church office? F p

SIMPSON, Margaret and Martin, Francis Coping with Cancer. J p 42

SISK, Ginny

The minister's mate. Jl p 44 SISK, Ted

Make the ordinances more meaningful. Je p

SISK, W. K. Ir.

A funny thing happened. O p 36 SMITH, John Cobb

Church public relations in the energy crisis. S p 35

SMITH, Roland A

Designing for small churches. My p 44 SPENCER, Paul H.

Do you need a professional to audit church books? Op 43

STANDERFER, Ernest D.

Church stewardship committee. Ag p 32 Thirty suggestions for developing a giving church. N p 48

STEWARDSHIP

A new look at stewardship. D p 46 Make the most of summer opportunities for stewardship growth. Je p 46

Thirty suggestions for developing a giving church. N p 48

Your stewardship committee can help develop Christian stewards. My p 42

STEWARDSHIP promotion

Budget subscription can be spiritual. O p 45 We tried the great challenge budget subscription program. O p 48

STILLWELL, Dick

A funny thing happened. Ap p 47

STOCKTON, William C.

Time-savers for pastor. Ja p 31

TAYLOR, John Lee

How to get people to do their jobs. N p 20 Is your church really democratic? Mr p 8 We believe in church committee training. Agp8

THORNE, Ennis P.

An old down-town church on the comeback trail. O p 18

THRASHER, Charles A

Ideas we've tried. D p 45

TIDWELL, Charles A.

Keep communications open. Ja p 8 Positive programming for energy economy. Sp 30 Training leaders. N p 18

TRAINING

Building a team of volunteers. O p 23

**TRANSPORTATION** 

Tips for yoU haulers. Jl p 38

TREADWAY, Charles F. Church baptism committee. Ag p 41 Church benevolence committee. Ag p 43 Church Lord's supper committee. Ag p 42 The election and ordination of deacons. O

p 26 TRENT, Earle

How to start a new work. Ja p 18

Principles for denominational cooperation. Mr p 14

Problem people on committees. Ag p 12 TUCKER, Walter C.

What does a chaplain do? D p 31 TURNER, Fred H.

You don't have to rebuild to save energy. S p 15

TWYMAN, Louis J.

Don't play games. Ja p 11

VALENTINE, Foy

Shape a better world: be a Christian citizen. le p 32

VAN NUS, A. H.

Love in the mail. Ap p 34

WAGNER, Dorothy

I'm a lot of other things, too! D p 41

WALKER, Dolores Klinsky If you lead a discussion . . . will anyone follow? Fp 42

WALKER, Ward

A funny thing happened. Mr p 47 - My p 47 WEBER, Billy

When is a preacher a success? D p 17

WEEKDAY church schools

Curriculum concepts for Christian day schools. Je p 14

How we began our Christian day school ministry. Je p 3

Relating the Christian day school to the church. Je p 11

Thinking about starting a Christian day school? Je p 8

WELCH, Edgar

Ridgecrest-what a discovery! D p 11

WESTMORELAND, James W.

A funny thing happened. Jl p 40

WINN, W. Richard

Your stewardship committee can help develop Christian stewards. My p 42

WMU leadership

What you need to know about WMU leader selection and orientation. Mr p 28

WOOD, Thomas J.

A minister's personal money management. Jl p 41

YOUNG, Mary Todd

Church preschool committee. Ag p 35

YOUTH leadership

It's time for a hard look at youth work. Op 30

ZACHARY, Mary

Why not an apartment ministry? N p 28

# Church Administration October 1977

The How-to Magazine for Pastor and Staff

What Long-Range Planning Can Do for Your Church page 2

You Can Be a Better Planner page 8

Selling Your Church on Long-Range Planning page 11

